

“Solar For All California”: Request for Proposals

April 8, 2009

Announcement The Department of Community Services and Development (CSD) seeks proposals from existing LIHEAP providers to install photovoltaic (PV) solar systems to benefit LIHEAP-eligible homes. Proposals should include public/private partnerships which serve to leverage available LIHEAP funds and encourage job development in the solar industry for low-income individuals.

Background CSD receives federal funds to install weatherization and other energy efficiency measures in homes where household income is below the federal eligibility guidelines. CSD has reserved \$10 million of its 2009 Low Income Home Energy Assistance Program (LIHEAP) block grant to launch *Solar For All California*.

Proposed Timeline Below is the proposed timeline for this proposal:

April 8, 2009	RFP released
April 22, 2009	Deadline for bidders to submit written questions to CSD. Questions should be submitted, via email, to Innovation@csd.ca.gov
April 29, 2009	CSD to post responses to written questions at www.csd.ca.gov
June 2, 2009	Proposals Due
September 30, 2009	Contracts in place. Work begins.

Eligible Entities Only LIHEAP funded entities are eligible to apply.

Project Objectives The statewide objectives of *Solar For All California* include:

- *Optimally-sized PV systems totaling 1.5 MW or more:* Install 3-4 kW systems on 500 single-family homes, or equivalent systems for multi-family dwellings. (Please note that this is a statewide objective. Your proposal may be for a smaller number of homes.)
- *No loans, no liens and no out-of-pocket costs for the home owner:* The partnership fully subsidizes the installation, including warranty.
- *Energy Efficiency:* Further reduce the energy consumption of each home through the LIHEAP weatherization program.
- *Green job development:* Train low-income workers to become solar installers.

Partnerships Proposals should include public/private partnerships which serve to leverage available LIHEAP funds and encourage job development in the solar industry for low-income individuals.

Partnerships must be led by a current LIHEAP provider who possesses the leadership, organizational and technical capacity and licensing to perform client outreach and education, dwelling assessments, solar and electrical installations, and related contracting, supported by CSD’s LIHEAP funding.

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The ideal partnership will also include any or all of the following partners:

- *Utility:* A municipal or investor-owned utility willing to dedicate its SB1 (Chapter 132, Statutes of 2006) or other energy efficiency and renewable resources, at \$3 per watt or more.
- *Vendor:* A supplier of the panels, inverters and racks to provide bulk and/or wholesale rates, plus generous warranty, on all parts and materials.
- *Local Jurisdiction:* To reduce or waive necessary permit fees.
- *Solar Job Development Program:* Conservation corps, community college or other employment program to supply curriculum and apprenticeship for low-income trainees.
- *Private Funds Offset:* A financial partner or other funding source to underwrite some or all of the remaining costs.
- *Community Partners:* CSD encourages partnerships where the LIHEAP provider serves as a lead and sub grants to other LIHEAP- or CSBG-funded organizations.

Award Amount

CSD anticipates funding two or three pilot projects, though the number funded will depend entirely on the proposals submitted. The amount of each grant will be at the discretion of CSD, based upon the proposals selected. Total grant distribution will not exceed \$10 million. Contract period will be for one year.

Proposal Submission Information

All proposals must be submitted electronically, via email. Complete proposals must be received by CSD by 12 noon on June 2, 2009. Bidders will receive a confirmation of receipt from CSD by 5pm on June 2, 2009.

Submit proposals, via email, to: Innovation@csd.ca.gov

Proposals should be submitted as follows:

Cover Letter	Attach scanned Cover Letter, saved as a pdf.
Proposal Content	Attach one document, no longer than 16 total pages, saved as a pdf.
Budget Detail	Attach one Excel Spreadsheet document (use multiple worksheets, if necessary).
Commitment Letters	Scan and attach commitment letters, saved in one pdf file.
Conflict of Interest Statements	Scan and attach, saved in one pdf file.
Disclosure of Findings	Scan and attach, saved in one pdf file.
Disclosure of Legal Proceedings	Scan and attach, saved in one pdf file.

Proposal Instructions

All proposals must adhere to the following instructions:

1. Due Date:

Proposals must be received, via email, no later than June 2, 2009 at 12 noon. Proposals received after that date and time will not be scored or considered.

2. Cover Letter:

Submit a cover letter on official agency letterhead signed by the Executive Director (or authorized designee). State the total amount of LIHEAP funds being requested from CSD.

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Proposal Content

Your proposal should clearly and succinctly address the following topics. Please note the maximum number of pages for each topic. Your proposal will be scored, in part, on how well you address each of these topics.

Topic	Maximum Number of Pages	Maximum Points
Proposal Summary Summarize the proposal, partners, and anticipated outcomes. Explain how the proposal meets the project objectives listed above. State the total amount of LIHEAP funds being requested from CSD.	1	5
Agency Capacity & Experience Describe the following regarding the LIHEAP provider: <ul style="list-style-type: none"> ▪ Role in the proposed project ▪ How they will provide organizational and technical leadership ▪ Experience installing PV. Cite specific examples. ▪ Experience providing team leadership to a team composed of public and private partners. Cite specific examples. 	2	15
Partner Organization Capacity & Experience Describe the following regarding all proposed partner organizations: <ul style="list-style-type: none"> ▪ Organizational overview and a description of its role in the proposed project ▪ Organizational experience as it relates to the assigned role in this proposal. Cite specific examples. ▪ List each individual from the partner organization who will actively participate in the proposed project, job title and role in this project. 	3	15
Workplan Describe the specifics of your proposed project. At a minimum, address the following: <ul style="list-style-type: none"> ▪ How qualifying households will be identified and marketed to. List specific ways you will promote the initiative in the community. ▪ Specifically, how your proposed project will fulfill the “project objectives” listed in this document ▪ Which region(s) of the state the program addresses ▪ Who will do installation ▪ How roof-readiness will be assessed, and—if repairs are needed—where the money will come from. ▪ How, and from where, PV components (panels, inverters, etc.) will be obtained ▪ How systems will be warrantied to protect the customer ▪ How post-installation maintenance and repairs will be addressed ▪ Specifically, how the proposed program will benefit the low-income customer ▪ How the project will change customers’ utility bills and how you will communicate these changes to the customer 	8	30

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<ul style="list-style-type: none"> Project timeline. List specific methods and materials you will use to educate customers who receive PV or PV benefits. Any other program details necessary for CSD to gain a complete understanding of your proposed program. 		
Sustainability Explain if/how this project can be replicated in other areas of the state and by other LIHEAP providers.	1	10
Budget Highlights <ul style="list-style-type: none"> Discuss your overall approach to budgeting for this proposal. At a minimum address: <ul style="list-style-type: none"> What are the sources of funds? How are you leveraging LIHEAP funds? Identify any project costs not allowed by LIHEAP and where funding for those costs will come from. What is the total, per watt installed cost for your proposal? 	1	20 (scored together with Budget Detail)
ATTACHMENTS:		
Budget Detail <ul style="list-style-type: none"> On a spreadsheet, clearly identify total estimated project costs (on the Y axis) and the source of funding for each of those costs (on the X axis). Differentiate between money coming from LIHEAP, money coming from utility rebates and money coming from other sources. Remember that the use of LIHEAP funds is restricted. Be sure your budget adheres to those restrictions (no more than 8% admin, 5% outreach, 2% intake, 2% T&TA). On a separate worksheet, show the total, per watt installed cost for the PV systems. Identify each line item that makes up the total installed cost and the source(s) of that funding. 	Not included in page limitation	(included in Budget Highlights)
Commitment Letters For each partner identified as a part of this proposal, submit a letter of commitment or Memorandum of Understanding from that organization, signed by an individual with the authority to make such a commitment. Ideally, letters of commitment from a utility company should state the dollar amount of the offered incentive, either in total or as an incentive per watt.	Not included in page limitation	5
Conflict of Interest Statements Each LIHEAP Provider/Applicant is required to disclose any and all potential conflicts of interest. Applicant shall prohibit its officers or employees, from using their positions for a purpose that could result in private gain or that gives the appearance of being motivated for private gain for themselves or others. If the agency believes that it has no actual or potential conflicts of interest, it should submit a statement to that fact. The statement should be dated and signed. If the organization believes that it does or may have an actual or potential conflict of interest, it should submit a statement to that fact, explaining the conflict in as much detail as necessary. The statement should be dated and signed.	Not included in page limitation	Not assigned a point value

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<p>Disclosure of Findings</p> <p>Each agency shall provide a list of all non-CSD programs the agency engaged in within the past three years.</p> <p>The list shall contain:</p> <ul style="list-style-type: none"> ▪ Name of program ▪ Name of Non-CSD funding source ▪ Contact person ▪ Phone number and email address ▪ Current status of the program and the reason for any program terminations ▪ A summation of any findings and recommendations 	<p>Not included in page limitation</p>	<p>Not assigned a point value</p>
<p>Disclosure of Legal Proceedings</p> <p>Each agency shall provide a list of all legal proceedings that the agency is currently involved in.</p>	<p>Not included in page limitation</p>	<p>Not assigned a point value</p>

Summary of Possible Points and Scoring Criteria

Proposals will be scored, in part, according to the following criteria. Each item is described in more detail above:

Proposal Topics	Maximum Points
Proposal Summary	5
Agency Capacity & Experience	15
Partner Organization Capacity & Experience	15
Workplan	30
Sustainability	10
Budget Highlights & Details	20
Commitment Letters	5
Total Proposal Points	100
Contract Performance Bonus Points	+4
Total Possible Points	104

Each proposal will be scored, independently, by multiple reviewers. The exact number of reviewers has not been determined at this time, but will be between three and five.

Scoring will take place in three phases:

Phase 1: Proposals must be received electronically in the CSD office no later than June 2, 2009 at 12 noon. Proposals received later will not be scored or considered. Agency’s Conflict of Interest statements, Disclosures of Findings and Disclosures of Legal procedures will be reviewed by CSD. Significant findings may prevent proposal from progressing to Phase 2. Phase 1 is a pass/fail review. All proposals that pass Phase 1 will progress to Phase 2.

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Phase 2: Reviewers will review each proposal and assign a point value, ranging from 0 to the number of “Maximum Points” allowed, to each of the seven proposal topics identified above. Reviewers’ total scores will be averaged to arrive at each proposal’s Total Proposal Points. Reviewers will base their scores on the following:

- How well proposals address the items identified in the “Proposal Content” section of this RFP.
- Clarity of response.
- Adherence to maximum page number limits.

Performance Bonus Points: Concurrently, during Phase 2, CSD staff will review proposing agency’s performance under their existing contract. Proposers can earn additional points for the following:

Most recent contracts fully expended	+1
Most recent single-wide audit without findings	+1
No outstanding monitoring issues	+1
Timely submission of reports	+1

Any additional points earned during this concurrent review will be added to proposers Total Proposal Points to arrive at the Final Score.

Phase 3: During Phase 3, evaluators will review those proposals whose Final Scores are among the top 20%. Reviewers will use their expertise to select a mix of projects that they believe can best promote the future development of PV for California’s low-income communities. During Phase 3, reviewers and/or CSD may contact the agencies under review to negotiate proposal details.

Awards Announcement

It is CSD’s goal to announce winning proposals no later than July 2, 2009. Submitters who scored in the top 20% and whose proposals were considered under Phase 3 scoring, (see above) but not selected, will automatically receive a written explanation of the factors considered in choosing the winning proposals.

Appeal Process

All funding decisions are made at the sole discretion of CSD. There is no appeal process.

Questions

If you have any questions contact CSD at innovation@csd.ca.gov .
